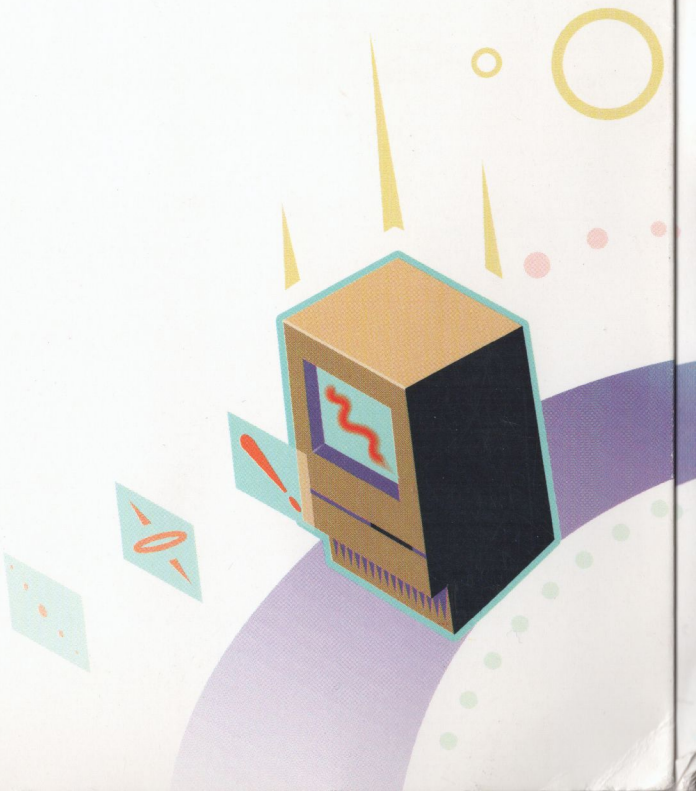
What's New in System 7



New Features at a Glance

You can assign text and color **labels** to icons. page 18

New features of Finder windows, such as outline views of folders, make it easier to select icons. page 14

The **Help menu** lets you get information as you work. page 2

You can switch among several open programs using the **Application menu.** page 3

When **opening and saving documents,** it's easier to choose among items on the Macintosh desktop. page 7

Items in the **System Folder** are organized into a variety of special folders. page 8

You can add an item to the Apple menu by placing its icon in the **Apple Menu Items folder.** page 9

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The **Startup Items folder** contains programs and documents you want to open every time you start your computer. page 9

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The **Views control panel** lets you customize how information is displayed in Finder windows. page 13

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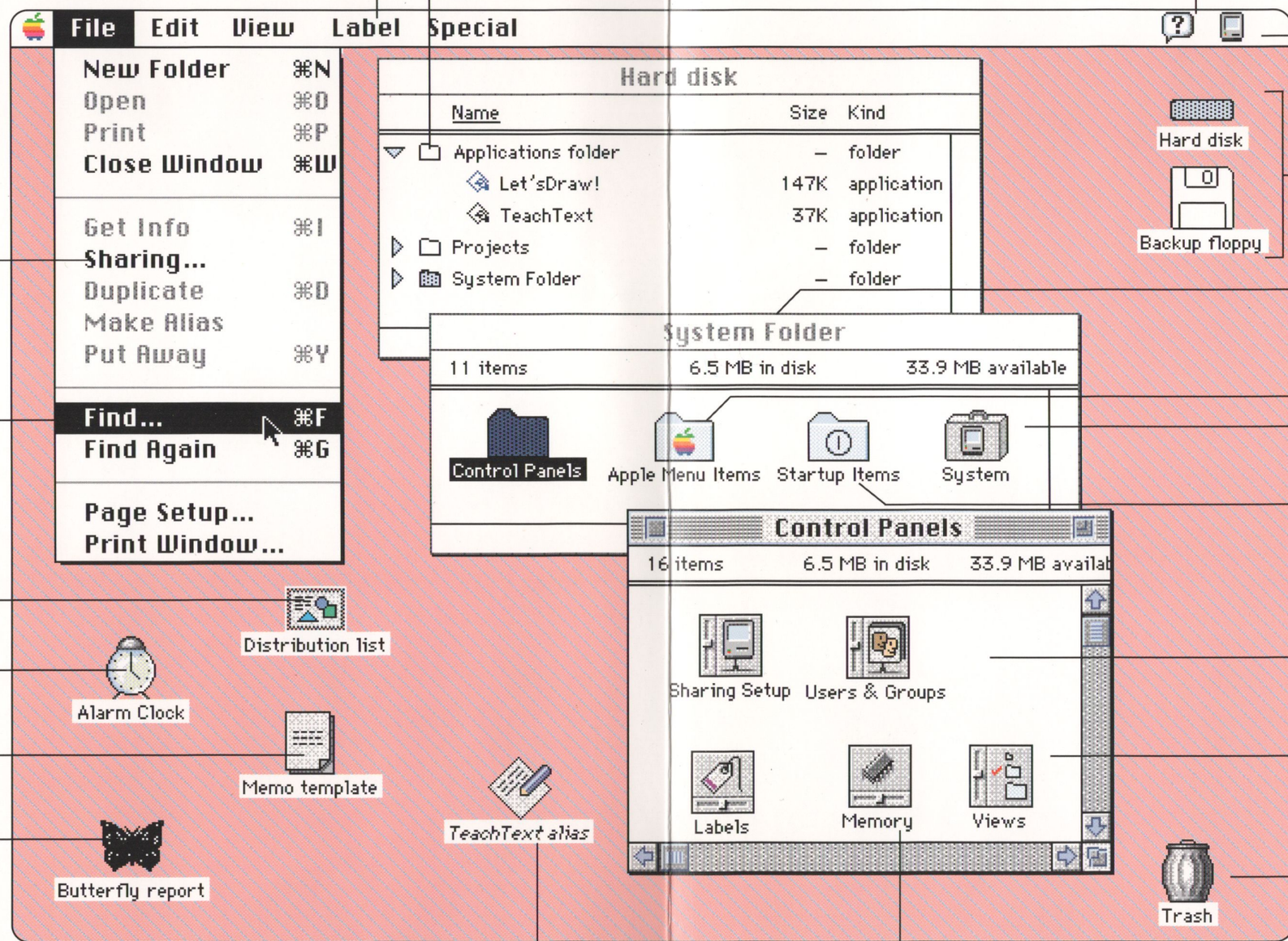

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What's New in System 7

This booklet introduces the new features in Macintosh™ system software. You'll find this booklet helpful if you're familiar with an earlier version of system software and want to know what's new or different in System 7.

If you are new to the Macintosh, you should refer instead to the learning materials you received with your computer.

The Help menu

You can see descriptions of objects on the screen by choosing Show Balloons from the Help menu.

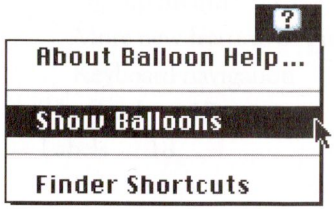


Figure 1 The Help menu

Then, when you position the pointer over an object on the screen—such as an icon, a command, or an option in a dialog box—a description of the object pops up in a "balloon."

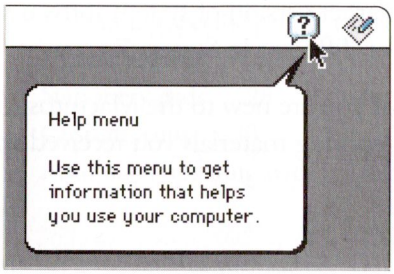


Figure 2 A balloon describing the Help menu

You turn off the balloons by choosing Hide Balloons from the Help menu.

The Application menu

You can keep more than one program open at a time and switch quickly from one program to another using the Application menu at the right of the menu bar.

This capability makes it possible to copy and paste text and graphics between documents in different programs, without having to close the documents or quit the programs.

❖ *In earlier systems* you could work with multiple programs, but you had to first turn on the MultiFinder™ program. Now the capabilities of MultiFinder are always available. ❖

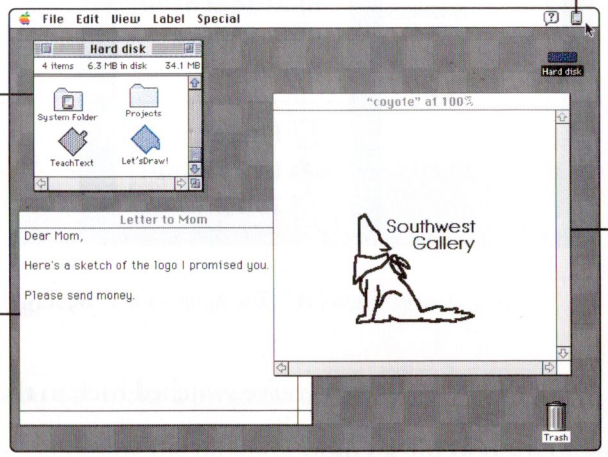


Figure 3 A Macintosh with several programs open

Opening two or more application programs

When you start up your Macintosh, you are working with the Finder™ program. The Finder is the program you use to organize files and folders, work with disks, and open other programs. While working with the Finder, you can open an application program in the usual way—by double-clicking the program's icon (or selecting the icon and choosing Open from the File menu).

Before you can open a second application program, you need to switch back to the Finder by choosing Finder from the Application menu (or by clicking a Finder window or icon).

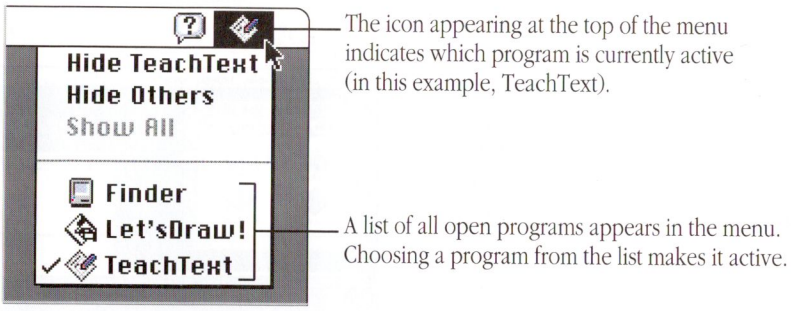


Figure 4 The Application menu

After you've switched back to the Finder, you can open another application program.

You can repeat this process any time you want to open another program. (The number of programs you can have open at one time depends on the amount of memory in your Macintosh.)

Identifying the active program

Although several programs can be open at a time, you can only work with the frontmost, or *active,* program. The figure below shows the visual cues you can use to see which program is currently active.

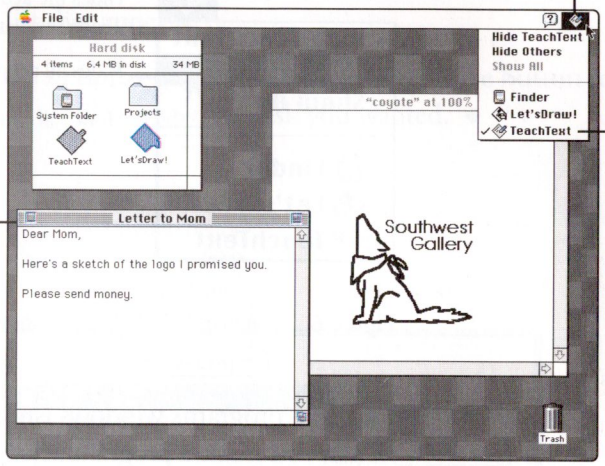


Figure 5 Visual cues showing which program is active

Switching among open programs

You can make a program active by

- choosing the program from the list of open programs in the Application menu
- clicking any window that belongs to that program
- double-clicking the icon of an open program or document

➤ **For more information in the *Macintosh Reference,* see**
"Working With Several Open Programs" in Chapter 3
"Managing System Memory" in Chapter 3
"Printing While Using the Computer for Other Work" in Chapter 4

Hiding programs

The Application menu has commands you can use to control which programs are visible on the desktop. For example, you can use the Hide Others command to hide the windows for all programs other than the active program—thus keeping your screen from becoming cluttered with too many windows.

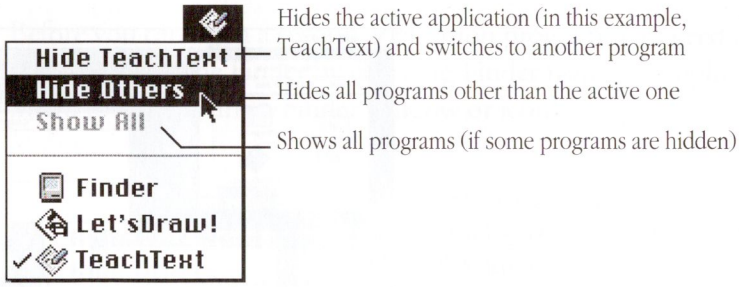


Figure 6 Commands for hiding and showing programs

Hiding a program's windows isn't the same as closing the windows. When you make a program active again, its windows reappear; you don't have to reopen the windows.

❖ *Keyboard shortcut:* Holding down the Option key as you choose a program from the Application menu hides the current program and switches to the program you've chosen. ❖

➤ **For more information in the *Macintosh Reference*, see** "Hiding and Showing Windows on the Desktop" in Chapter 3

Opening and saving documents

The dialog box you use to open and save documents has changed slightly, making it easier to choose among disks and other items on the Macintosh desktop.

To switch disks while opening or saving a document, you first click the Desktop button to display a list of all items appearing on the desktop. Then you choose the disk you want from the list that appears.

❖ *In earlier systems,* you clicked the Drive button repeatedly until you saw the disk you wanted. ❖

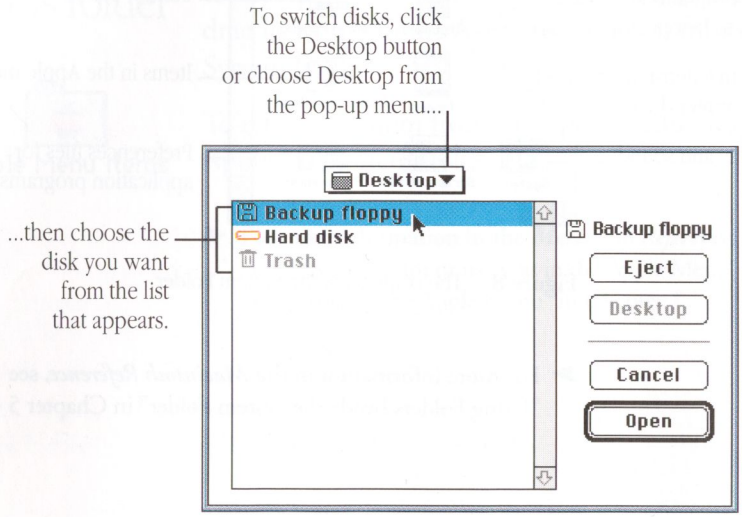


Figure 7 Switching disks while opening or saving a document

The desktop contains the Trash and any disks, files, and folders that appear directly on the desktop (rather than in a window).

The System Folder

The System Folder now contains special folders you can use to manage and customize your system.

Many kinds of files will be automatically placed in the appropriate folder if you drag them onto the System Folder icon (rather than into the System Folder window). For example, if you drag a control panel onto the System Folder icon, it will automatically be placed in the Control Panels folder.

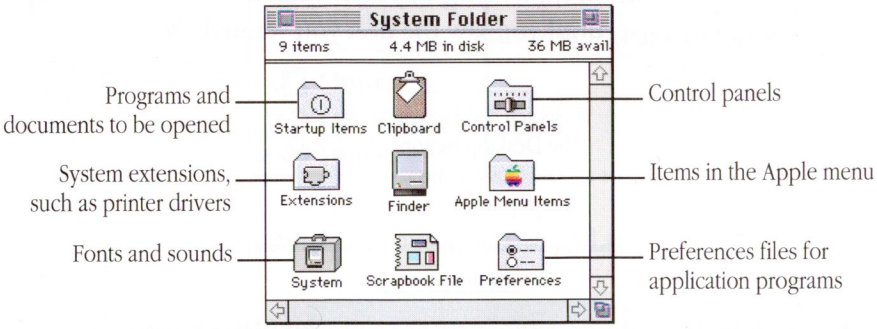


Figure 8 The contents of the System Folder

➤ **For more information in the *Macintosh Reference,* see** "Using Folders Inside the System Folder" in Chapter 5

The Startup Items folder

You can designate programs and documents to be opened automatically when you start up your Macintosh. To designate an item to be opened at startup, simply drag its icon into the Startup Items folder, which is in the System Folder.

Startup Items

➤ **For more information in the *Macintosh Reference*, see**
"Specifying Items to Be Opened at Startup" in Chapter 2

The Apple Menu Items folder

You can add frequently used programs, documents, and folders to the Apple (🍎) menu. To add an item to the Apple menu, drag its icon into the Apple Menu Items folder, which is in the System Folder.

Apple Menu Items

To remove an item from the Apple menu, drag its icon out of the Apple Menu Items folder.

➤ **For more information in the *Macintosh Reference*, see**
"Putting a Program or its Alias in the Apple Menu" in Chapter 3
"Customizing the Apple Menu" in Chapter 7

Desk accessories

Desk accessories are now very much like ordinary application programs. You can open a desk accessory by double-clicking its icon.

You can store desk accessories anywhere you like. Although desk accessories come inside the Apple Menu Items folder, you do not have to keep them there.

- *In earlier systems* you had to use the Font/DA Mover to install desk accessories in the System file. ❖

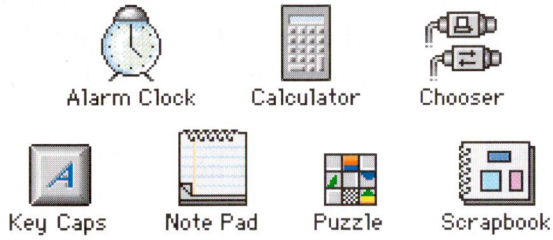


Figure 9 The desk accessories included in the Apple Menu Items folder

- *Desk accessories from earlier systems* are stored in suitcases. To use these desk accessories with System 7, you must first open the suitcase icon (by double-clicking it), then drag the desk accessories out of the suitcase to another location. ❖

Figure 10 A suitcase icon

Fonts and sounds

You install a font or sound by dragging its icon into the System file, which is in the System Folder (or drag it onto the System Folder icon and it will be installed automatically).

❖ *In earlier systems* you had to use the Font/DA Mover to install fonts in the System file. ❖

You can open the System file by double-clicking it—just as you would open a folder. Inside the System file you'll find all the fonts and sounds available to your Macintosh.

In addition to fixed-size fonts (which provide type at a certain size), your system now includes TrueType™ fonts (which provide type of a certain style at virtually any size, both on your screen and on your printer).

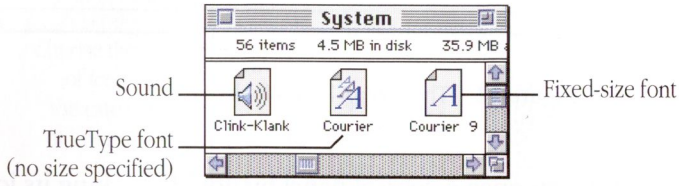


Figure 11 Some icons in the System file

To see sample text in a particular font, double-click the font's icon. To hear a sound, double-click the sound's icon.

➤ **For more information in the *Macintosh Reference,* see** "Working With Fonts" in Chapter 4

Control panels

Control panels are a collection of files, each of which lets you customize or adjust settings for your Macintosh system.

Control Panels

Control panels are kept in the Control Panels folder, which is in the System Folder. You can quickly open the Control Panels folder by choosing Control Panels from the Apple menu.

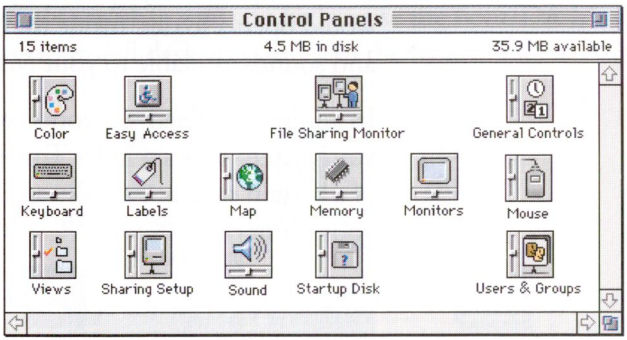


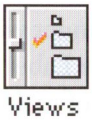
Figure 12 The Control Panels folder

You open a control panel by double-clicking its icon (or by selecting the icon and choosing Open from the File menu).

➤ **For more information in the *Macintosh Reference,* see** Chapter 7, "Customizing Your Macintosh"

The Views control panel

You can customize how icons and lists of information are displayed in Finder windows by using the Views control panel, which is in the Control Panels folder.



You can specify

- the font displayed in Finder windows
- the way icons are aligned
- the size of icons and the categories of information displayed in list views

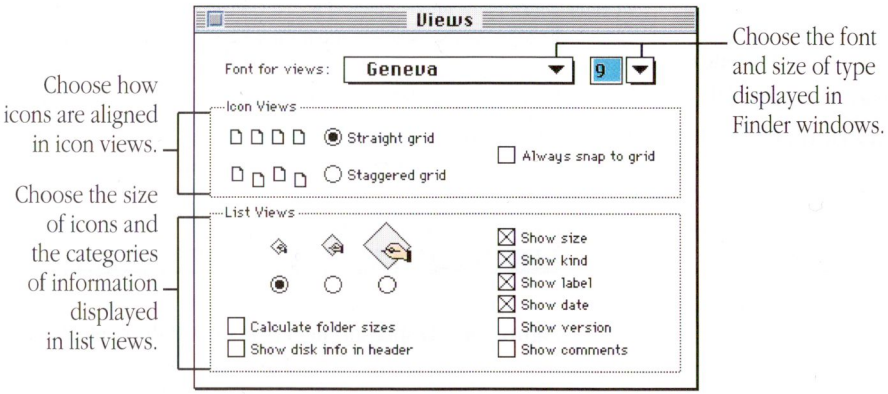


Figure 13 The Views control panel

➤ **For more information in the *Macintosh Reference,* see** "Customizing How Icons and List Views Appear" in Chapter 7

New features of Finder windows

A number of new features make it easier to work with items in Finder windows.

Outline views of folders

When you view the contents of a Finder window in a list (by selecting Name, Size, Kind, Date, or Label from the View menu), a triangle appears next to the name of each folder. Clicking the triangle displays the contents of the folder in an indented list.

Clicking the triangle a second time makes the folder contents disappear.

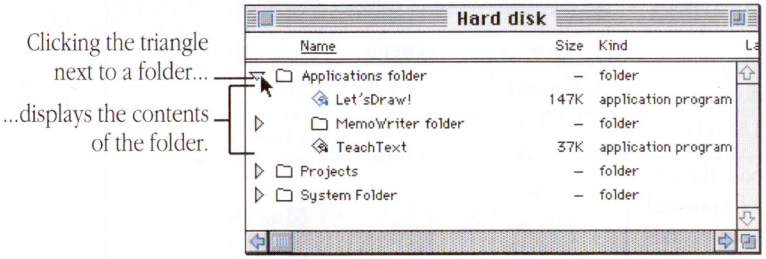


Figure 14 Displaying an outline view of the contents of a folder

You can use outline views to dig through several levels of folders within a single window. Outline views also make it possible to select items from different folders at the same time.

A new way to open documents

You can open a document by dragging its icon onto the icon of a compatible application program. If the program is capable of opening the document, the program's icon becomes highlighted.

This feature is useful when you want to open a document in a program other than the one in which it was created.

Pop-up menus

By holding down the ⌘ key and clicking the title of a Finder window, you can see a pop-up menu listing all folders (and the disk) in which the open folder is stored. By choosing a folder or disk name from the pop-up menu, you open that folder's or disk's window.

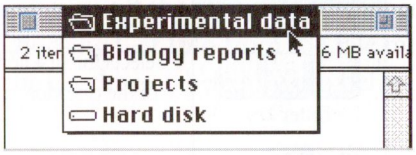


Figure 15 A pop-up menu in a Finder window

You can use these pop-up menus to see where a folder is located in the filing system and to move from one folder to another.

More new features of Finder windows

The figure below shows some more new features.

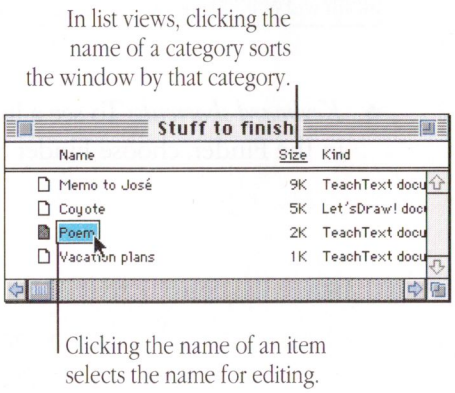


Figure 16 More new features of Finder windows

➤ **For more information in the *Macintosh Reference*, see**
"Viewing the Contents of a Window" in Chapter 1
"Moving Quickly Through Levels of Folders on a Disk" in Chapter 5
"Changing the Highlight Color" in Chapter 7

Keyboard navigation

You can use the keyboard to select items in Finder windows and open folders. You can use these keyboard shortcuts in Finder windows, in the Chooser, and in a directory dialog box.

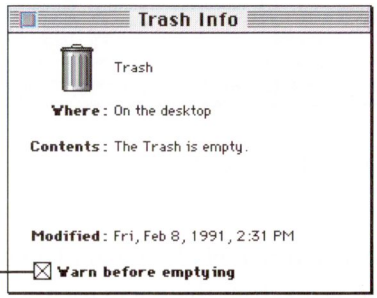
Key	Action
A S D Letter key	Selects the first item whose name begins with the letter typed (or the one closest to it alphabetically).
↑ ← ↓ → Arrow key	Selects the next icon in the direction of the arrow.
tab Tab key	Selects the next item alphabetically. (In a directory dialog box or the Chooser, it selects the next field.)
enter return Enter or Return key	Opens and closes the selected item's name for editing (in Finder windows only).

❖ *Keyboard shortcuts:* To see a list of keyboard shortcuts you can use in the Finder, choose Finder Shortcuts from the Help menu. ❖

The Trash

The Trash is not emptied until you choose Empty Trash from the Special menu—so you're less likely to discard a file accidentally.

When you empty the Trash, a message appears asking you to confirm the action. (You can bypass this warning by pressing the Option key when you choose the Empty Trash command.) You can turn off the warnings permanently by selecting the Trash, choosing Get Info from the File menu, and removing the *X* from the checkbox labeled "Warn before emptying."



To turn off Trash warnings, click this box to remove the *X*.

Figure 17 The Get Info window for the Trash

Labels

You can assign a text label to each icon and view the contents of a window by label. If you have a color or gray-scale monitor, you can assign a color label as well.

A label is different from an icon's name. You see the label only when the contents of a window are displayed in a list view.

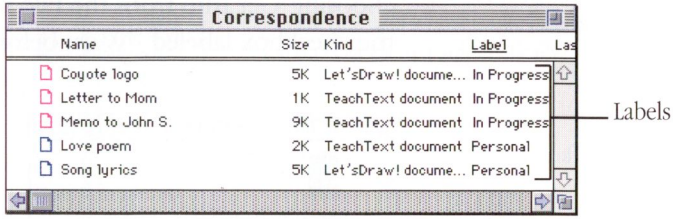


Figure 18 A view by label

Labeling an icon

To assign a label to an icon, you select the icon and choose the label you want from the Label menu.

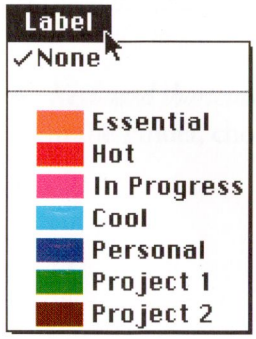


Figure 19 The Label menu

Customizing the Label menu

You can use the Labels control panel to change the labels available for icons.

If your monitor displays colors or grays, you can also use this control panel to change the colors in the Label menu.

Labels

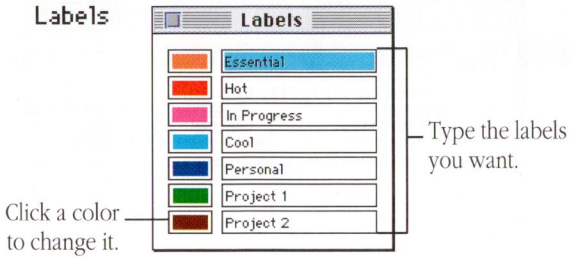


Figure 20 The Labels control panel

➤ **For more information in the *Macintosh Reference*, see** "Changing the Appearance of Icons" in Chapter 7

The Find command

You can quickly locate files and folders by choosing the Find command from the File menu (or by pressing ⌘-F).

In the dialog box that appears, type the name of the item you want to find, and click Find (or press Return).

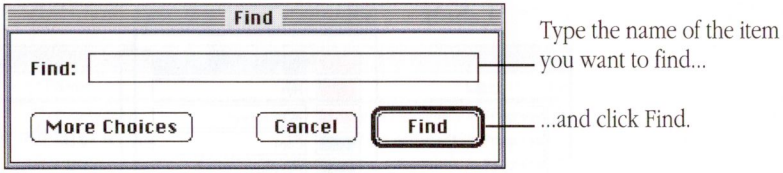


Figure 21 The Find dialog box

The Macintosh displays and selects an item whose name contains the text you typed. If no item is found, you hear an alert sound.

To find another item with the same text in the name, choose Find Again from the File menu.

Using other search criteria

By clicking the More Choices button in the Find dialog box, you'll see a dialog box in which you can specify what criteria to search for, where to search, and how matching items should be displayed.

You can search for items by name, creation date, modification date, size, label, kind, comments, or lock.

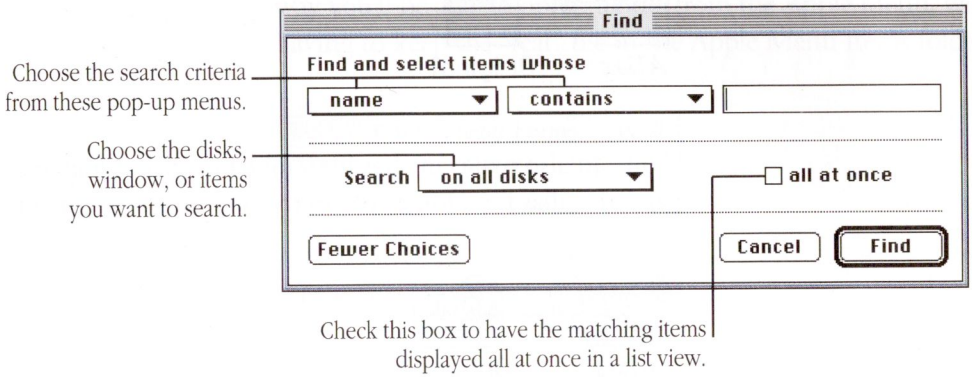
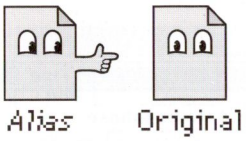


Figure 22 The More Choices dialog box

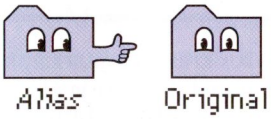
➤ **For more information in the *Macintosh Reference*, see** "Locating Documents, Folders, and Programs" in Chapter 5

Aliases

An alias is an icon you can use as a substitute or stand-in for another icon. An alias is not a copy of the original file; it is a tiny file that "points" to the original file—so that when you open an alias for a file, the original file actually opens.



You can also make an alias for a folder or disk. Dragging an item into the alias for a folder places the item in the original folder.



Making an alias

To make an alias for an item, select the item and choose Make Alias from the File menu. A new icon appears—identical to the original except that its name is in italics. You can change the name of the alias, if you'd like, and move the alias to another location.

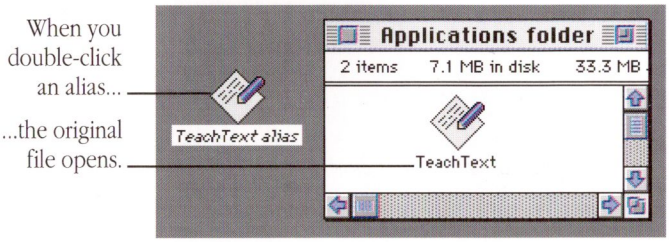


Figure 23 An example of an alias and the file from which it was created

Example uses of aliases

Aliases allow you to have access to an item from two or more locations. You can keep an alias for a file in a convenient location—such as on the desktop, in the Apple Menu Items folder, or in the Startup Items folder—without having to move the original file.

For example, you can make an alias for a frequently used program or document and put the alias in the Apple Menu Items folder. This way you'll be able to open the file from the Apple menu, without having to keep the "real" file in the Apple Menu Items folder.

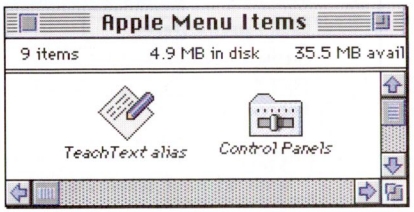


Figure 24 Aliases in the Apple Menu Items folder

If your computer is connected to a network, another handy use for aliases is to make an alias for a shared disk icon and keep the alias on the desktop. When you double-click the alias, your Macintosh will automatically connect you to the shared disk.

Figure 25 An alias of a shared disk

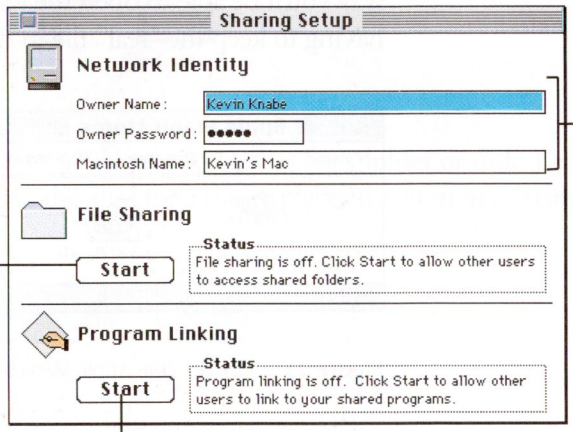
➤ **For more information in the *Macintosh Reference*, see** "Using an Alias for Easy Access to a File" in Chapter 5

File sharing

If your Macintosh is connected to a network, you can make folders on your hard disk available to other users on the network.

Sharing Setup

To turn on file sharing and to identify your Macintosh to the network, you use the Sharing Setup control panel.



To identify your Macintosh to the network, type in these boxes.

To turn on file sharing, click the Start button.

Program linking is a new feature that enables some application programs to share information with each other. You don't need to turn on Program Linking to enable file sharing.

Figure 26 The Sharing Setup control panel

Sharing a folder with others on the network

Once you have turned on file sharing, you can make folders on your hard disk available to others on the network. To share a folder with others, select the folder, choose Sharing from the File menu, and set the type of access you want to give.

To share a folder with others on your network, check this box...

...then specify who can see or change the contents of the folder.

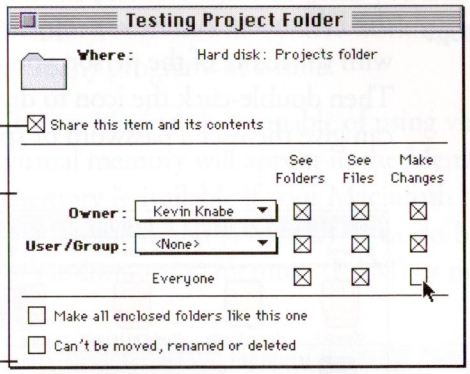


Figure 27 A Sharing dialog box

Naming specific people who can share your folders

Users & Groups

You can choose to share folders with only specific people you've named on your computer—for example, other members of your workgroup.

To name someone who can share your folders, first open the Users & Groups control panel, then choose New User from the File menu. A new icon appears. Replace the name New User with the name of the person you want to share your folders. Then double-click the icon to display a dialog box in which you can give the user a password or specify the user's access privileges.

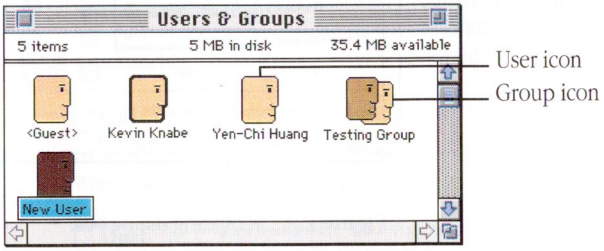


Figure 28 The Users & Groups control panel

To create a group of users in the Users & Groups control panel, choose New Group from the file menu. Name the new group, then drag the icons of all users belonging to the group onto the group icon.

➤ **For more information in the *Macintosh Networking Reference*, see**
Chapter 1, "Introduction to Using Your Macintosh on a Network"
Chapter 2, "Setting Up Your Macintosh on the Network"
Chapter 3, "Accessing and Storing Information on Other Computers"
Chapter 4, "Sharing Information Over the Network"
Chapter 5, "Access Privileges"
Chapter 6, "Linking Programs Over the Network"

Virtual memory

Some Macintosh computers can use hard disk space to increase the computer's memory. This disk space, called *virtual memory,* is not available for storing information when it is functioning as virtual memory for the Macintosh.

Virtual memory is useful when you need a large amount of memory, such as when you're working with a very large document or many programs at a time.

If your Macintosh is capable of using virtual memory, controls for virtual memory will appear in the Memory control panel. Virtual memory is available if your Macintosh has a paged-memory management unit (PMMU). It works best if you have 4 megabytes of random-access memory (RAM) or more.

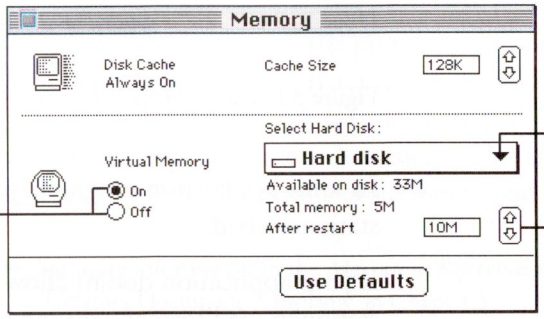


Figure 29 The Memory control panel on a Macintosh capable of virtual memory

Before you can turn on virtual memory, you need to update the drivers for your Apple™ hard disks. To do this, start up your computer using the floppy disk named *Disk Tools,* then use the Apple HD SC Setup program to update your hard disks.

➤ **For more information in the *Macintosh Reference,* see**
"Expanding System Memory With Hard Disk Space" in Chapter 3
"Turning On 32-Bit Addressing" in Chapter 3

Stationery pads

Stationery pads let you easily create documents with common elements. For example, you could have a stationery pad with the letterhead for the top of memos, or the text and graphics that appear on all copies of a form.

To create a stationery pad, you first create a document with the common elements you want to use in several documents.

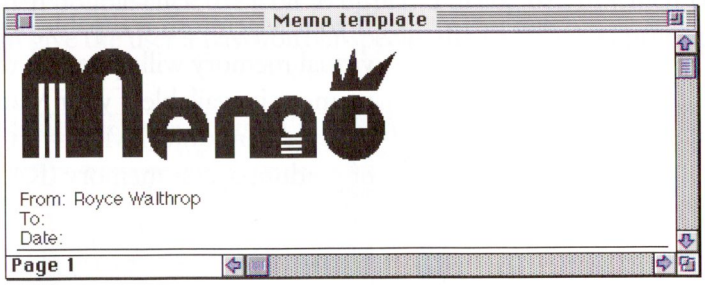


Figure 30 The contents of a stationery pad

In some application programs you can save a document as a stationery pad.

If your application doesn't allow you to save documents in stationery pad format, you can save your document as usual, then convert it to a stationery pad. To convert a document to a stationery pad, select the document's icon and choose Get Info from the File menu. Then check the box labeled "Stationery pad."

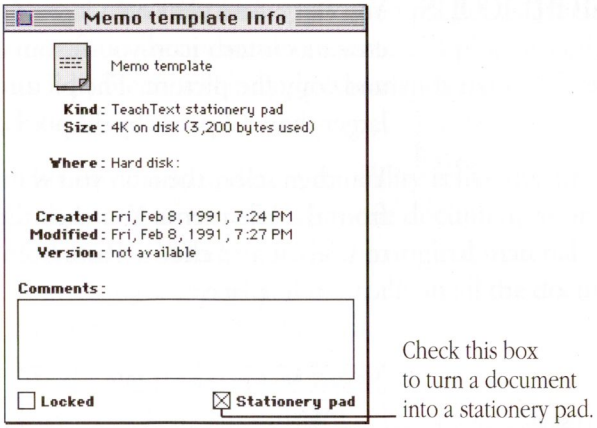


Figure 31 The Get Info window for a document

You open a stationery pad the same way you open an ordinary document. When you open a stationery pad, a new document opens with the contents of the stationery pad. (You may see a dialog box asking you to name the document.) You can then add the content you want. The original stationery pad is unchanged.

➤ **For more information in the *Macintosh Reference*, see** "Creating Document Templates" in Chapter 3

Custom icons

You can create your own icons to use in place of standard icons. To create a custom icon you first make a picture in a graphics program and copy the picture. The picture can be any size. (If the picture is larger than 32 pixels by 32 pixels, it will shrink to icon size.)

You then select the icon you want to change and choose Get Info from the File menu. You click the icon image in the Info window to select it and choose Paste from the Edit menu to paste your new icon in its place.

To customize an icon, paste a picture in this box.

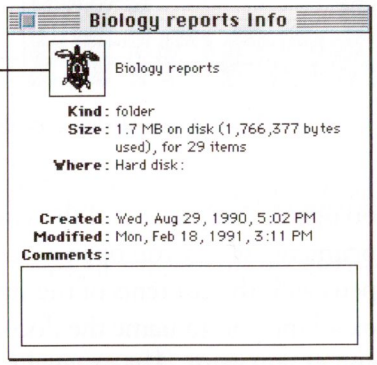


Figure 32 An example of a custom icon

If you later decide you want to use the original icon, open the item's Info window, select the picture of the icon and choose Cut from the Edit menu.

Some icons cannot be changed. If an icon cannot be changed, the Paste command in the Edit menu is dimmed.

Automatic updating with publish and subscribe

New versions of some application programs provide the ability to automatically update documents. If a program offers this capability, its Edit menu will include commands named Create Publisher and Subscribe To.

This automatic updating capability is like dynamic or "live" copying and pasting of material from one document to one or many other documents. When you edit the original material, your changes appear automatically in all the documents that contain copies of that material.

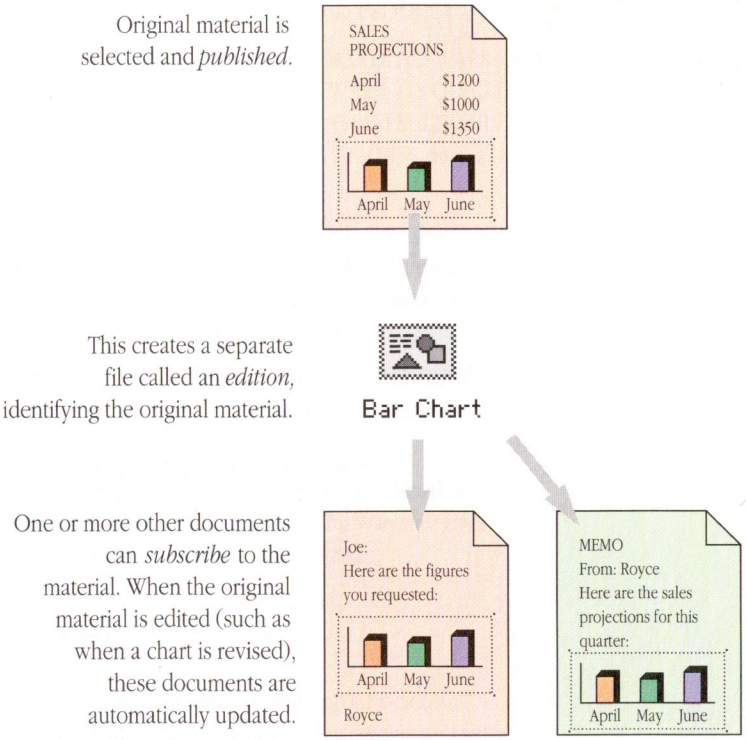


Figure 33 An example of a document "publishing" material to other documents

➤ **For more information in the *Macintosh Reference*, see** "Updating Documents Automatically With Publish and Subscribe" in Chapter 3

Limited Warranty on Media and Replacement

If you discover physical defects in the manuals distributed with an Apple product or in the media on which a software product is distributed, Apple will replace the media or manuals at no charge to you, provided you return the item to be replaced with proof of purchase to Apple or an authorized Apple dealer during the 12-month period after you purchased the software. In addition, Apple will replace damaged software media and manuals for as long as the software product is included in Apple's Media Exchange Program. While not an upgrade or update method, this program offers additional protection for two years or more from the date of your original purchase. See your authorized Apple dealer for program coverage and details. In some countries the replacement period may be different; check with your authorized Apple dealer.

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The Apple Publishing System

This Apple™ manual was written and edited on a desktop publishing system using Apple Macintosh™ computers and Microsoft Word. Screen shots were created with system software and Exposure, and were processed using Adobe Photoshop. Line art was created with Adobe Illustrator. Pages were composed using QuarkXPress.

Proof pages were created using Apple LaserWriter™ printers. Final pages were output directly to separated film using Linotronic imagesetters.

Display type is Apple's corporate font, a condensed version of Garamond. Text type is Adobe Garamond. Ornaments are ITC Zapf Dingbats®.

PostScript®, the LaserWriter page-description language, was developed by Adobe Systems Incorporated.

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